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## About the DC Commission on the Arts and Humanities

### Mission

Established in 1968, the DC Commission on the Arts and Humanities is the official agency of the District of Columbia. The agency provides grants, programs and education activities that encourage diverse artistic expressions and learning opportunities so that all District of Columbia residents and visitors can experience the rich culture of our city. The Arts Commission programs support and promote stability, vitality and diversity of artistic expression. The Arts Commission is comprised of a professional staff, assisted annually by peer review panelists and a host of volunteers. It is governed by eighteen private residents, who serve as the governing body and final funding authority for the agency, each of whom is appointed by the Mayor and approved by the Council of the District of Columbia.

### Goals

To carry out the Commission's mission, the following goals have been established:

- Provide access to the arts for all District residents.
- Promote lifelong learning and interest in the arts and arts education for all ages.
- Build communities through public and private partnerships in the arts.
- Preserve the cultural diversity of the District of Columbia through the arts and humanities.

## Board of Commissioners

A Board of Commissioners appointed by the Mayor of the District of Columbia governs the D.C. Commission on the Arts and Humanities. Applicants and patrons are encouraged to invite Commissioners to arts events and include them in their respective mailing lists.

**Ms. Dorothy Pierce McSweeney (Ward 1),**  
*Chair*  
5021 Millwood Lane, NW  
Washington, DC 20016

**Mr. Felix Angel (Ward 1)**  
3426 16th Street, NW, Apt. #107  
Washington, DC 20010

**Ms. Clara Apodaca (Ward 4)**  
6223 Utah Avenue, NW  
Washington, DC 20015

**Ms. Jane Lipton Cafritz (Ward 2)**  
1666 Connecticut Avenue, NW, Suite 250  
Washington, DC 20007

**Mr. Lou Durden (Ward 4)**  
1620 Manchester Lane, NW  
Washington, DC 20001

**Ms. Cathy James Ehrman (Ward 4)**  
1731 Crestwood Dr., NW  
Washington, DC 20011

**Mr. Jay Gates (Ward 2)**  
The Phillips Collection  
1600 21<sup>st</sup> Street, NW  
Washington, DC 20009

**Ms. Isabella Gelletich (Ward 3)**  
3003 Van Ness St. NW Apt. W420  
Washington, DC 20008

**Mr. George Koch (Ward 4)**  
1483 Montague St., NW  
Washington, DC 20011

**Mr. B. Warren Lane (Ward 2)**  
1506 Q St., NW  
Washington, DC 20009

**Mr. E. Ethelbert Miller (Ward 4)**  
1411 Underwood St., NW  
Washington, DC 20012

**Mr. Franklin S. Odo (Ward 1)**  
2730 Ordway Street, NW, Apt. #6  
Washington, DC 20009

**Ms. Marsha Ralls (Ward 3)**  
1516 31<sup>st</sup> Street, NW  
Washington, DC 20007

**Ms. Gertrude Saleh (Ward 7)**  
3809 V Street, SE #201  
Washington, DC 20020

**Mr. Maurice Shorter (Ward 8)**  
1125 Congress St., SE  
Washington, DC 20032

**Mr. David Umansky (Ward 6)**  
736-9<sup>th</sup> Street, SE  
Washington, DC 20003

**Ms. Gail Berry West (Ward 3)**  
4934 Rockwood Parkway, NW  
Washington, DC 20016

**Ms. Monica Wroblewski (Ward 2)**  
1101 L Street NW, Apt. #203  
Washington, DC 20005

NOTE: You are encouraged to notify the Commissioners, panel members, and staff of your artistic activities. It is appropriate to send invitations, notices of exhibitions, readings, performances, etc. Please indicate the program and discipline to which you are applying. It is not appropriate to send personal letters of introduction or persuasion. Telephone communications with Commissioners and panelists is a breach of Commission regulations.

\*Commissioners list as of January, 2005

## General Grant Information

The D.C. Commission on the Arts & Humanities offers several funding programs for individuals and organizations located in the District of Columbia.

Opportunities for Individuals	Opportunities for Organizations
Arts Learning & Outreach: Arts Education Projects	Grants-In-Aid
Arts Learning & Outreach: Artist Roster	City Arts Projects
Arts Learning & Outreach: Teacher Mini-Grant Program	Arts Learning & Outreach: Arts Education Projects
Artist Fellowship Program	Arts Learning & Outreach: Artist Roster
City Arts Projects	Small Projects Program
Folk & Traditional Arts Mini-Grant Program	East of the River Arts Initiative Program
Small Projects Program	Folk & Traditional Arts Mini-Grant Program
Young Artist Program	Public Art Initiatives
Public Art Initiatives	

**Arts Learning & Outreach: Arts Education Projects** grants fund programs that provide training and in-depth exploration of artistic disciplines to students from pre-K through 12th grades. Matching funds are required for organizations receiving funding in this category.

*Staff Contact: Mary Liniger*

**Arts Learning & Outreach: Teacher Mini-Grant Program** grants encourages creative arts education projects in D.C. Public Schools (DCPS) and Public Charter Schools and to support the development and implementation of innovative teaching strategies to support DCPS Arts Content Standards. Deadlines for this program are ongoing during the school year. Contact the Arts Commission for further information.

*Staff Contact: Mary Liniger*

**Arts Learning & Outreach: Artist Roster Program** enables artists to apply for acceptance on the DCCAH Arts Learning & Outreach Artist Roster, making them eligible for participation in Arts Commission-funded school residency programs. Acceptance on the Artist Roster means that artists have the qualification to conduct school residencies, i.e., produce high quality artistic work, and have the skills and competencies needed to work with teachers and students in designing and implementing arts programs. All artists accepted onto the Artist Roster Program will be placed on the roster for two years, assuming a satisfactory evaluation at the end of year one. The Artist Roster will be distributed to all D.C. Public and Charter Schools, as well as on the DCCAH website. Please note that inclusion on the Artist Roster does not guarantee participation in the teacher mini-grant residencies. Individual schools will select artists for their application for a residency.

*Staff Contact: Mary Liniger*

**Artist Fellowship Program** funds grant support for individual artists who make a significant contribution to the arts and who promote the arts in the District of Columbia through artistic excellence.

*Staff Contact: Mary Liniger*

## ***General Grant Information***

**City Arts Projects** offer funds for programs that encourage the growth of quality arts activities throughout the city, support local artists, and make arts experiences accessible to District residents. Matching funds are required for organizations applying for funding in this category.

*Staff Contact: José Dominguez*

**East of the River Arts Initiative** is a national model program providing grants to organizations for arts programs east of the Anacostia River. Funds are granted in two categories: Managerial/Staff Assistance and Arts Presentations and Activities.

*Staff Contact: José Dominguez*

**Grants-in-Aid** provides general operating support and financial assistance to arts organizations in the District of Columbia. Matching funds are required for this program.

*Staff Contact: José Dominguez*

**Small Projects Program** offers grants to individual artists and arts organizations for small scale arts projects with budgets under \$3,000.

*Staff Contact: José Dominguez*

**Young Artist Program** offers funds to emerging artists between the ages of 18 and 30. Funds are granted in two categories: Young Emerging Artist Grant Program and Young Artists Community Service Program

*Staff Contact: José Dominguez*

**Folk & Traditional Arts Mini-Grant Program** offers small grants to artists and arts organizations practicing or supporting folk traditions.

*Staff Contact: Mary Eckstein*

**DC Creates Public Art** provides funding for the commission or purchase of works of high quality art located in public places throughout the District. These areas include District government buildings, schools, libraries, parks, hospitals and any other sites under direct jurisdiction and stewardship of the District. These works of art include paintings, sculpture, mosaics, mobiles, murals, mixed media works, and all other forms of visual art that can be used to enhance the visual environment in which citizens live and work. Call for entries for this program are distributed under separate cover from the Guide to Grants. Please refer to the Commission website (<http://dcarts.dc.gov>) for current public art opportunities or call (202) 724-5613.

*Staff Contact: Alexandra MacMaster*

*For additional information on the above programs, refer to their respective guidelines and applications.*

## ***Application Deadlines***

**WEDNESDAY, JUNE 8, 2005, 7:00 p.m.**

Arts Learning and Outreach: Arts Education Projects

**WEDNESDAY, JUNE 15, 2005, 7:00 p.m.**

Young Artist Program (deadline #1)

Artist Fellowship Program

Artist Learning and Outreach: Artist Roster

**WEDNESDAY, JUNE 22, 2005, 7:00 p.m.**

Grants-in-Aid

City Arts Projects

East of the River Arts Initiative

**WEDNESDAY, AUGUST 31, 2005, 7:00 p.m.**

Folk and Traditional Arts Mini-Grant (deadline #1)

**WEDNESDAY, SEPTEMBER 28, 2005, 7:00 p.m.**

Artist Learning and Outreach: Teacher Mini-Grant Program (deadline #1)

**WEDNESDAY, OCTOBER 26, 2006, 7:00 p.m.**

Young Artist Program (deadline #2)

**WEDNESDAY, DECEMBER 7, 2005, 7:00 p.m.**

Small Projects Program (deadline #1)

**WEDNESDAY, JANUARY 18, 2006, 7:00 p.m.\***

Folk and Traditional Arts Mini-Grant (deadline #2)

Artist Learning and Outreach: Teacher Mini-Grant Program (deadline #2)

**WEDNESDAY, MARCH 1, 2006, 7:00 p.m.\***

Small Projects Program (deadline #2)

**WEDNESDAY, APRIL 5, 2006, 7:00 p.m.\***

Folk & Traditional Arts Mini-Grant (deadline #3)

**WEDNESDAY, JUNE 7, 2006, 7:00 p.m.\***

Small Projects Program (deadline #3)

## Workshops

The Commission hosts a series of workshops to assist all individuals and organizations in preparing their applications. Please note workshop location for each program workshop. No prior reservations are required to attend workshops.

### City Arts Projects

Thursday, May 26, 2005	D.C. Commission on the Arts	12:00-1:30 PM
Thursday, June 9, 2005	D.C. Commission on the Arts	6:00-7:30 PM

### Grants-in-Aid for Organizations

Tuesday, May 24, 2005	D.C. Commission on the Arts	12:00 -1:30 PM
Tuesday, June 7, 2005	D.C. Commission on the Arts	6:00 -7:30 PM

### Artist Fellowship Program

Tuesday, May 18, 2005	D.C. Commission on the Arts	12:00-1:30 PM
Wednesday, June 8, 2005	D.C. Commission on the Arts	6:00-7:30 PM

### Artist Roster Program

Tuesday, May 17, 2005	D.C. Commission on the Arts	6:00 – 7:30 PM
Wednesday, May 25, 2005	D.C. Commission on the Arts	12:00-1:30 PM

### Arts Education Projects

Wednesday, May 11, 2005	D.C. Commission on the Arts	6:00 - 7:30 PM
Tuesday, May 24, 2005	D.C. Commission on the Arts	12:00-1:30 PM

### East of the River Arts Initiative

Tuesday, May 31, 2005	Penn Branch Municipal Service Center	6:00-7:30 PM
Tuesday, June 7, 2005	D.C. Commission on the Arts	12:00-1:30 PM

### Young Artists Program

Tuesday, May 31, 2005	D.C. Commission on the Arts	12:00-1:30 PM
Wednesday, May 25, 2005	D.C. Commission on the Arts	6:00-7:30 PM
Wednesday September 28, 2005	D.C. Commission on the Arts	12:00-1:30 PM
Wednesday, October 5, 2005	D.C. Commission on the Arts	6:00 -7:30 PM

### Folk & Traditional Arts Mini-Grant Program

Wednesday, August 17, 2005	D.C. Commission on the Arts	6:00 – 7:30 PM
Wednesday, January 4, 2006*	D.C. Commission on the Arts	6:00-7:30 PM
Wednesday, March 22, 2006*	D.C. Commission on the Arts	6:00-7:30 PM

### Small Projects Program

Wednesday, Nov. 16, 2005	D.C. Commission on the Arts	12:00-1:30 PM
Wednesday, Feb. 15, 2006*	D.C. Commission on the Arts	12:00-1:30 PM
Wednesday, May 24, 2006*	D.C. Commission on the Arts	12:00-1:30 PM

### Teacher Mini -Grants

Wednesday, September 14, 2005	D.C. Commission on the Arts	6:00-7:30 PM
Wednesday, January 11, 2006*	D.C. Commission on the Arts	6:00-7:30 PM

### Directions to Workshop Locations:

#### D.C. Commission on the Arts and Humanities

410 8th Street, NW, Fifth Floor, Washington, DC 20004

**Directions from METRO:** Red Line to Gallery Place/Chinatown -OR- Green/Yellow Lines to

Archives/Navy Memorial. **Parking Directions:** Limited parking is available on the street. There are several pay parking garages in the area as well. Workshop attendees are encouraged to ride METRO.

#### Penn Branch Municipal Services Center

3220 Pennsylvania Avenue, SE, Washington, 20020

**METRO Directions:** Metrobus Lines 32 - 34. **Parking Directions:** Street parking is available. After office hours, parking is available directly behind the facility.

## ***Grant Review Process***

### **Role of Advisory Panelists**

Advisory panels are primarily responsible for reviewing and ranking each application within an assigned grant program according to evaluation and procedural criteria established for that program or discipline category. In addition to making recommendations on the artistic merit of the applications, advisory panels engage in discussions and offer recommendations to ensure that the Arts Commission continues to provide programs and services that meet the needs of the cultural community.

### **Selection Process**

The Arts Commission has established a process to identify and select panelists who are broadly representative of various backgrounds, artistic activities and disciplines. Advisory panel nomination forms are sent each year to the community at large. Artists, administrators, educators and critics in the arts with at least a two-year history of involvement in the District arts community are eligible for nomination. The commission reviews the qualifications of nominees to fill panel vacancies, giving consideration to the diversity, geographic distribution and collective expertise required by each panel as well as the ability to work with others and the willingness to commit the necessary time to serve on a panel.

### **Terms of service**

All panelists are appointed for a one-year term. A panelist may be reappointed up to three years, for a maximum of four consecutive years of service. Panelists serve on Commission advisory panels on a voluntary basis.

## ***Advisory Panel Nomination Form***

All citizens of the District of Columbia are encouraged to assist the Commission by recommending potential advisory panelists for grant programs. Those nominated should be knowledgeable about the arts in the District of Columbia. Panelists may not be applicants in the program on whose panel they serve. The recommendations of panelists form the principal basis for the Commission's funding decisions.

This form is provided for your convenience in making recommendations for advisory panelists. The Commission deeply appreciates the expertise and spirit of public service that advisory panel members bring to the grants review process.

Artists, administrators, educators and critics in the arts with at least a two-year history of involvement in the District arts community are eligible for nomination to the D.C. Commission on the Arts and Humanities' Advisory Panels. All panelists are appointed for a one-year term. A panelist may be reappointed up to three years, for a maximum of four consecutive years of service. The rotation of advisory panel members ensures that each year will bring varying perspectives to the grants review process. Panelists serve on the Commission advisory panels on a volunteer basis.

Please use one form for each nomination. Please make sure that the nominee is willing to serve before submitting his/her name for consideration as a panelist.

### **Nominated Advisory Panelist Information**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Daytime Telephone \_\_\_\_\_  
Area(s) of artistic expertise \_\_\_\_\_

### **Nominator's Information**

Your Name \_\_\_\_\_  
Your Daytime Telephone \_\_\_\_\_

### **PLEASE ATTACH A RESUME FOR THE PERSON NOMINATED**

(This must be included in order for recommendation to be considered)

For additional information call 202-724-5613.

Submit this form with the resume to :  
D.C. Commission on the Arts and Humanities  
Attn: Panel Selection Committee (Jose Dominguez)  
410 8th Street, NW, Fifth Floor  
Washington, D.C. 20004  
**or FAX to 202-727-4135**



## *Tips on Preparing Grant Applications*

### **Do's and Don'ts of Preparing Grant Applications**

<b>DO</b>	<b>DON'T</b>
◆ Submit application materials in the <b>exact order</b> as presented in the application form.	◆ Include cover letters
◆ Use a reader friendly font in <b>12 point</b> . Use bullets and bold face for emphasis	◆ Photo reduce text.
◆ Be concise and to the point (but specific) in your proposal.	◆ Include different material in each packet or omit material.
◆ Highlight specific areas of interest in your support materials (reviews, articles, etc.).	◆ Lose clarity with a vague, rambling, or wordy proposal.
◆ Send representative material that highlights your work.	◆ Use fancy folders or covers.
◆ Use statistics and research facts that are relevant to your proposal.	◆ Overload the grant application with too much support material.
◆ Proof your proposal for spelling and grammatical errors	◆ Make corrections by hand or cross out information on the application.
◆ Make the appropriate number of copies of your grant application.	◆ Attempt to submit materials after the application deadline.
◆ Make sure you have submitted all the required materials.	
◆ Make sure you have the proper amount of postage and correct address if you want work samples returned via mail.	

## ***Tips on Preparing Grant Applications***

### **Application Codes & Artist Descriptors**

Please use the following discipline codes when filling out your application forms. Check only the **one** focus area that is most relevant to your project and/or discipline. For projects that involve several disciplines, check “Multidisciplinary.”

#### **Applicant Legal Status:**

01	Individual	04	Government - Federal
02	Organization - Nonprofit	05	Government - State
02A	NonProfit Unincorporated Assn.	06	Government - Regional
02B	NonProfit Corporation	07	Government - County
02C	NonProfit 501(c)3 org.	08	Government - Municipal
02D	NonProfit Non-501(c)3	09	Government - Tribal
03	Organization - Profit	99	None of the Above

#### **Applicant Institution Type**

0	Unknown	27	Library
1	Individual - Artist	28	Historical Society/Commission
2	Individual - Non Artist	29	Humanities Council/Agency
3	Performing Group	30	Foundation
4	Performing Group - College/University	31	Corporation/Business
5	Performing Group - Community	32	Community Service Organization
6	Performing Group For Youth	33	Correctional Institution
7	Performance Faculty	34	Health Care Facility
8	Museum of Art	35	Religious Organization
9	Museum/Other	36	Seniors' Center
10	Gallery/Exhibition Space	37	Parks and Recreation
11	Cinema	38	Government - Executive
12	Independent Press	39	Government - Judicial
13	Literary Magazine	40	Government - Legislative (House)
14	Fair/Festival	41	Government - Legislative (Senate)
15	Arts Center	42	Media - Periodical
16	Arts Council/Agency	43	Media - Daily Newspaper
17	Arts Organization	44	Media - Weekly Newspaper
18	Union/Professional Association	45	Media - Radio
19	School District	46	Media - TV
20	School - Parent Teacher Organization	47	Cultural Series Organization
21	School - Elementary School	48	School of the Arts
22	School - Middle School	49	Arts Camp/Institute
23	School - Secondary School	50	Social Service Organization
24	School - Vocational/Technical School	51	Child Care Provider
25	School - Other	52	Arts Organization/Arts Education
26	College/University	99	None of the Above

## *Tips on Preparing Grant Applications*

### Application Codes & Artist Descriptors

#### Applicant Discipline/ Project Discipline Codes:

01	Dance	06F	Landscape Architecture
01A	Ballet	06G	Urban/Metropolitan
01B	Ethnic/Jazz	07	Crafts
01C	Modern	07A	Clay
02	Music	07B	Fiber
02A	Band - do not include jazz or popular	07C	Glass
02B	Chamber Music - include only music for one musician to a part	07D	Leather
02C	Choral Music	07E	Metal
02D	New - include experimental, electronic	07F	Paper Arts
02E	Ethnic	07G	Plastic
02F	Jazz	07H	Wood
02G	Popular include Rock	07I	Mixed Media
02H	Solo/Recital	08	Photography include holography
02I	Orchestral includes symphonic and chamber	09	Media Arts
03	Opera/Musical Theater	09A	Film
03A	Opera	09B	Audio include radio, sound installations
03B	Musical Theater	09C	Video
04	Theater	09D	Technology/Experimental
04A	Theater - general include classical, contemporary, experimental	10	Literature
04B	Mime	10A	Fiction
04D	Puppetry	10B	Non-Fiction
04E	Theater for Young Audience	10C	Playwriting
05	Visual Arts	10D	Poetry
05A	Experimental include conceptual, new media, new ap	11	Interdisciplinary
05B	Graphics include printmaking and book arts; do not include graphic design: see Design Arts	12	Folklife/Traditional Arts
05D	Painting include watercolor	12A	Folk/Traditional Dance
05F	Sculpture	12B	Folk/Traditional Music
06	Design Arts	12C	Folk/Traditional Crafts and Visual Arts
06A	Architecture	12D	Oral Traditions
06B	Fashion	13	Humanities
06C	Graphic	14	Multi-Disciplinary
06D	Industrial	15	Non-Arts/Non-Humanities
06E	Interior	16	Arts Administration/General Operating Support

## ***Tips on Preparing Grant Applications***

### **Application Codes & Artist Descriptors**

#### **Artist Descriptors (select one):**

Actor	Metalsmith
Architect/Designer	Mime
Art Historian	Mixed Media Artist
Art Patron/Collector/Investor	Mosaic Artist
Art Therapist	Music Director
Artistic Director	Musician -- General
Arts Administrator	Needlework
Arts Educator	Oil/Pastel painter
Audio Artist	Painter
Bagpiper	Papermaker
Basketry	Pencil Artist
Brass Player	Percussionist
Carpenter	Performance Artist
Ceramist	Performing Arts Agent
Choral Singer	Performing Arts Teacher
Choreographer	Photographer
Circus Arts	Photographer of Art
Clogger	Playwright
Composer	Preparator
Computer generated animation	Presenter/Producer
Conductor	Printer/Binder/Typographer
Conservator/Restorer	Printmaker
Costume Designer	Production Manager
Curator	Property Technician
Dancer	Puppeteer
Decorative Art design- Fashion, Interior, Textile	Screenwriter
Decorative Arts/Antiques	Sculptor
Editor/Technical Writer	Set/Property Designer
Enamelist	Singer
Environmental Artist	Songwriter
Exhibit Designer	Sound Technician
Fiber Artist	Square dancer
Film/Video Animation	Stage Manager
Filmmaker	Stained Glass Artist
Folkdancer	Storyteller
Folklorist (folklore study)	String Player
Fretted Instrument Player	Technical Director
Glassblower	Theatre--General
Graphic Artist	Trainer/Vocational
Graphic Designer	Translator
Ink Artist	Video Artist
Installation Artist	Visual Artist-- General
Interdisciplinary Artist	Visual Arts Agent
Jeweler	Visual Arts Teacher
Keyboard Instrumentalist	Wardrobe Technician
Leatherworker	Watercolor painter
Lighting Designer	Weaver
Lighting Technician	Website designer
Literary Agent	Woodwind Player
Literary Arts Teacher	Woodworker
Makeup Designer	Writer/Poet

## ***Tips on Preparing Grant Applications***

### **Application Codes & Artist Descriptors**

#### **Type of Activity:**

01	Acquisition	19	Research/Planning
02	Audience Services	20	School Residency
03	Award/Fellowship	21	Other Residency
04	Creation of a Work of Art	22	Seminar/Conference
05	Concert/Performance/Reading - include production	23	Equipment Purchase/Lease/Rental
06	Exhibition	24	Distribution of Art - e.g., films, books, prints
07	Facility Construction, Maintenance, Renovation	25	Apprenticeship/Internship
08	Fair/Festival	26	Regranting
09	Identification/Documentation	27	Translation
10	Institution/Organization Establishment	28	Writing About Art (criticism)
11	Institution/Organization Support	29	Professional Development/Training
12	Arts Instruction/Class/Lecture	30	Student Assessment
13	Marketing	31	Curriculum Development/Implementation
14	Professional Support - Administrative	32	Stabilization/Endowment/Challenge
15	Professional Support - Artistic	33	Building Public Awareness
16	Recording/Filming/Taping	34	Technical Assistance
17	Publication	35	Web Site/Internet Development
18	Repair/Restoration/Conservation	36	Broadcasting
		99	None of the Above

## *Tips on Preparing Grant Applications*

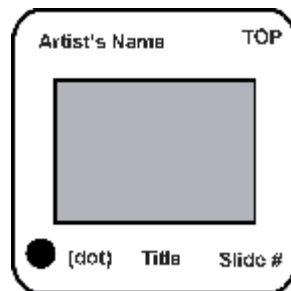
### Organizing Work Samples

All grant applications require the submission of one-of-a-kind work samples that best demonstrate the artistic merit of the application. The work sample requirements are listed on each individual grant application. The following is a list of helpful tips and guidelines to follow in preparing work samples.

#### Slides

If you are a visual artist, artisan or visual arts organization, your slides are one of your most important methods of communication. It is recommended that you follow the instructions below to help ensure that your work is presented properly to panelists for review.

1. Make sure that the image is in focus and correctly exposed. Shoot your work on a black backdrop or mask off the background in your slides to eliminate unnecessary visual information.
2. Make sure your slide is labeled with the title, date, medium, size of the artwork and your name and address. It is preferable to type or use a computer to print labels for presentation and legibility. Avery label #5167 fits slides.
3. Mark the slide with a dot (usually red or black) in the lower left hand corner:



#### CD-ROMs or DVD-ROMs

Discs should be formatted for viewing on **both** Macintosh and PC platforms. Include information on the required software, if appropriate, and outline the navigation path to be followed or list the files to be reviewed in priority order. **Include instructions on how to open the files.**

#### Videotapes, Audio Tapes, and CDs

The panel will watch or listen to up to five minutes of taped or recorded work materials. Be sure to cue the tape to the point which best demonstrates your artistic merit. Also, be sure your tape is of high quality and represents yourself or your organization accurately and effectively. If submitting a work sample on a CD, be sure to label the CD and indicate which track(s) you would like the panel to listen to (that total five minutes or less).

#### Literature

Applicants in literature categories must include copies of work samples in **every** application packet. Be sure to collate your work sample in with the individually bound applications.

## Addressing Accessibility in Grant Applications

The D.C. Commission on the Arts and Humanities is committed to ensure that all grantees comply with the Americans with Disabilities Act (ADA) of 1990. The ADA provides civil rights protection to individuals with disabilities in the areas of employment, services rendered by state and local government, places of public accommodation, transportation, and telecommunication services.

Organizations funded by the D.C. Commission on the Arts and Humanities must make reasonable accommodations to insure that people with disabilities have equal physical and communications access, as defined by federal law. Accessibility involves both the physical location/facility and the content or activity of the program.

Organizations applying for funding from the Arts Commission should include a one-page accessibility plan with their application, detailing the following three items:

- 1.) The process for formulating your accessibility plan (i.e. advisory committee, board & staff training, budgeting, etc.)
- 2.) The current progress/status of your organization's physical accessibility. If your location is not barrier free, include timeline or steps being undertaken to make facility compliant.
- 3.) The current progress/status of your organization's accessibility in presenting activities – communications access (TDD, large print or Braille materials, audio description or assistive listening devices, interpreted performances, etc.) and marketing/advertising.

**For more information on accessibility or to receive an accessibility checklist, please contact ADA/504 Coordinator Mary Liniger at (202) 724-5613. You may also download the checklist from the D.C. Arts Commission's website at [dcarts.dc.gov](http://dcarts.dc.gov).**

### Nondiscrimination

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code Section 2-1401.01et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.



## Evaluation Criteria

**A standard set of criteria is established for panelists to effectively score individual applications. With the exception of the artistic merit categories, the panelists score most of the grant applications during their at-home review.**

### Arts Learning & Outreach: Arts Education Projects

#### Community-Based Projects

The Arts Education Projects grant has two separate categories for applications: School-Based Projects and Community-Based Projects. Community-Based Projects are defined as primarily taking place outside of the regular school day and year, in a variety of settings. While not formally linked to schools or their instructional settings, these projects are typically based on a curriculum. Projects may also include professional development for teachers and artists. The evaluation criteria for Community-Based Projects emphasize community impact and involvement, as well as artistic and educational merit.

#### **Artistic Merit.....30%**

- Applicant and/or artist(s)' creative and technical ability
- Applicant and/or artist(s)' ability to translate artistic discipline in an educational setting

#### **Project Design: Community Impact, Accessibility, and Engagement.....30%**

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Project addresses needs of targeted youth and community
- Project demonstrates impact on children's development, education, and self-esteem (measured or observed)
- Project demonstrates ability to establish rapport with project's targeted audience
- Project shows sensitivity to cultural, ethnic and economic background of participants
- Project is accessible to targeted audience
- Project location and program(s) are accessible to persons with disabilities
- Project demonstrates commitment of parents and community partners

#### **Project Design: Educational Content.....20%**

- Project has clear expectations and outcomes for program participants
- Project has realistic outcomes for project
- Project is age appropriate
- Project is consistent with academic standards and demonstrates ability to strengthen academic skills

#### **Program Evaluation/Assessment.....10%**

- Program includes evaluation component to measure outcome of program
- Evaluation/assessment includes participant and administrative feedback

#### **Managerial/Financial Capability.....10%**

- Applicant has realistic planning
- Applicant demonstrates ability to implement the project
- Applicant has experience in producing and implementing similar initiatives and programs
- Applicant demonstrates ability to match grant (organizations only)
- Applicant has realistic/accurate budget



## ***Evaluation Criteria***

### **Arts Learning & Outreach: Arts Education Projects**

#### **School-Based Projects**

The Arts Education Projects grant has two separate categories for applications: School-Based Projects and Community-Based Projects. School-Based Projects are defined as arts learning projects for children and youth between kindergarten and grade 12 that are directly connected to the school curriculum and instructional program. Such activities may take place in or outside of the school building, at any time of the year. This includes after-school and summer enrichment programs that are formally connected to school curricula. The evaluation criteria for School Based Projects emphasize curriculum-based project design, as well as artistic merit and community involvement. Projects based on professional development or workshops for teachers may also apply in this category.

#### **Artistic Merit .....30%**

- Applicant and/or artist(s)' creative and technical ability
- Applicant and/or artist(s)' ability to translate artistic discipline in an educational setting
- Artists involved demonstrate a competent level of mastery of the chosen medium

#### **Project Design: Educational Content.....25%**

- Project has realistic outcomes for project
- Project is consistent with D.C. Public Schools (DCPS) or National Standards for artistic discipline
- Project is consistent with DCPS standards for academic curriculum integrated into project
- Project incorporates teachers in learning process
- Project activities can be integrated into classroom curriculum
- Preparation and follow-up activities included in project
- Project is age and grade appropriate
- Project demonstrates commitment of educational partners (school, teachers, parents, etc.) and demonstrates ability to achieve academic outcomes

#### **Project Design: Community Impact, Accessibility, and Engagement.....25%**

- Project addresses demonstrated needs of DCPS and community at large
- Project demonstrates ability to establish rapport with project's targeted audience
- Project provides shared learning opportunities in the District that facilitate a greater participation of the arts, relative to the artistic discipline
- Project shows sensitivity to cultural, ethnic and economic background of participants
- Project is accessible to targeted audience
- Project location and program(s) accessibility to persons with disabilities
- Project engages individuals/community and increases awareness of the benefits of arts education

#### **Program Evaluation/Assessment.....10%**

- Program includes evaluation component to measure outcome of program
- Evaluation/assessment includes participant and administrative feedback

#### **Managerial/Financial Capability.....10%**

- Applicant has realistic planning
- Applicant demonstrates ability to implement the project
- Applicant has experience in producing and implementing similar initiatives and programs
- Applicant demonstrates ability to match grant (organizations only)
- Applicant has realistic/accurate budget

## ***Evaluation Criteria***

### **Arts Learning & Outreach: Artist Roster Program**

#### **Artistic Merit.....50%**

- Evidence of excellence of the artist's current work in his or her primary discipline as demonstrated by the work sample submitted
- Evidence of training in chosen discipline (formal and/or other)
- The creative and technical ability of the artist(s) and their ability to translate artistic discipline in an educational setting.

#### **Educational Content and Experience.....20%**

- Realistic goals and outcomes for proposed workshops or residencies
- Demonstrated experience with teaching or previous successful residencies
- Demonstrated experience with various age levels and special populations
- Goals and outcomes are consistent with standards of artistic discipline

#### **Engagement.....20%**

- Proposed residencies address demonstrated needs of DCPS and community at large
- Proposed projects engage students and increase awareness of the benefits of the arts
- Proposed residencies provide access to an artistic discipline or level of engagement not otherwise available
- Proposed project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Proposed residencies demonstrate sensitivity to cultural, ethnic, and economic background of participants

#### **Budget.....10%**

- Realistic costs for residency (per-child materials costs, etc.)
- Accurate budget

## ***Evaluation Criteria***

### **Arts Learning & Outreach: Teacher Mini Grant**

#### **Curriculum Development/Professional Development Grant (\$500 Maximum)**

<b>Quality of Plan</b> .....	<b>70%</b>
· Proposal demonstrates how curriculum or professional development will benefit the participants (teachers, students, school's arts plan)	
· Educational and artistic quality of the project goals and design	
· Integration of the project with the educational goals for the school	
·	
<b>Engagement</b> .....	<b>20%</b>
· Demonstration of school support for proposal (principal, teachers, LSRT, etc.)	
· Benefit of professional development and hands-on experience for teachers	
· Support and involvement of parents and community	
<b>Assessment and Follow-Through</b> .....	<b>10%</b>
· Sound plan for self-assessment, feedback, and documentation	
· Strategies for continuing activities or building on experience after grant is completed	

### **Arts Learning & Outreach: Teacher Mini Grant**

#### **Artist Residency Grant (\$1,500 Maximum)**

<b>Quality of Residency Plan</b> .....	<b>70%</b>
· Educational and artistic quality of the residency goals and design	
· Integration of the residency with the educational goals for the school	
· Innovative and effective use of the artist as an educational resource	
· Demonstration of collaboration with residency artist in planning the residency	
· Realistic goals and outcomes for residency	
· Realistic and appropriate budget for residency	
<b>Engagement</b> .....	<b>20%</b>
· Demonstration of school support for the residency (principal, teachers, LSRT, etc.)	
· Benefit of professional development and hands-on experience for teachers	
· Support and involvement of parents and community	
<b>Assessment and Follow-Through</b> .....	<b>10%</b>
· Sound plan for self-assessment, residency feedback, and documentation	
· Strategies for continuing activities after residency is completed	

## ***Evaluation Criteria***

### **Artist Fellowship Program**

**Artistic Merit ..... 85%**

- Applicant demonstrates a high level of mastery of the chosen medium
- Applicant demonstrates creativity and originality as evidenced by support materials
- Applicant shows the potential for artistic growth

**Productivity ..... 5%**

- Applicant materials indicate individual is actively practicing his/her art

**Community Impact.....10%**

- Applicant demonstrates efforts to provide shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline

### **City Arts Projects**

**Artistic Merit .....30%**

- Artists involved demonstrate a competent mastery of the chosen medium
- Applicant and/or artist(s)' ability to translate artistic discipline to project participants

**Community Impact.....30%**

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the residents of the District of Columbia
- Project addresses significant diversity of expression
- Project serves an underserved community
- Project location(s) and presentation(s) are accessible to persons with disabilities

**Level of Participation.....20%**

- Applicant demonstrates effective outreach to project participants
- Applicant involves District residents [artist(s), active participants, audience]

**Managerial Capability .....10%**

- Applicant has realistic planning
- Applicant demonstrates ability to implement the project
- Applicant has experience in producing similar programs

**Financial Capability.....10%**

- Applicant has realistic/accurate budget
- Applicant demonstrates ability to match grant (organizations only)

## ***Evaluation Criteria***

### **Young Artist Program**

#### **CATEGORY 1: Young Emerging Artist Program**

##### **Artistic Merit .....40%**

- Applicant demonstrates competent mastery of artistic medium(s)
- Applicant shows potential for artistic growth

##### **Project Innovation.....30%**

- The project provides meaningful creative experiences for the applicant not otherwise readily available
- Applicant demonstrates creativity and originality

##### **Community Impact .....20%**

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the resident of the District of Columbia
- Location and program(s) are accessible to persons with disabilities
- Applicant identifies specific District community the proposed project will serve

##### **Managerial Capability .....10%**

- Applicant has realistic plan
- Applicant has the ability to implement the project as demonstrated in submitted resumé
- Applicant has experience in producing similar programs
- Applicant has realistic/accurate budget

#### **CATEGORY 2: Young Artist Community Service Program**

##### **Artistic Merit.....30%**

- Applicant demonstrates competent mastery of artistic medium(s)
- Applicant demonstrates creativity and originality
- Applicant shows potential for artistic growth

##### **Project Impact .....30%**

- The project demonstrates the ability to impact and strengthen the community by providing access and a positive alternative to DC residents
- Project has clear expectations and outcomes for targeted community

##### **Community Impact .....30%**

- Applicant demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the resident of the District of Columbia
- Location and program(s) are accessible to persons with disabilities
- Applicant identifies specific District community the proposed project will serve

##### **Managerial Capability.....10%**

- Applicant has realistic plan
- Applicant shows ability to implement the project as demonstrated in submitted resumé
- Applicant has experience in producing similar programs
- Applicant has realistic/accurate budget

## ***Evaluation Criteria***

### **Grants-In-Aid to Organizations**

#### **Artistic Merit.....45%**

- Organization demonstrates artistic excellence in chosen discipline(s)
- Application demonstrates creativity and originality
- Organization demonstrates opportunity for artistic growth and development

#### **Community Impact.....30%**

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline
- Attempts to reach a culturally diverse audience and encourages their active participation
- Organization meets the needs of various DC communities through special programming; free events, educational programs, outreach, focused programs, etc.
- Programs are made accessible to persons with disabilities
- Applicant identifies specific District community the proposed project will serve

#### **Managerial and Financial Capability.....25%**

- Applicant has realistic plan for programs
- Applicant has competent track record of producing effective programs
- Applicant has reasonable and accurate budget
- Applicant shows realistic three-year budget projection
- Applicant demonstrates ability to match grant
- Applicant demonstrates financial stability and self-sufficiency

### **Small Projects Program**

**(Please note: priority will be given to first-time applicants who fall within the program funding criteria)**

#### **Artistic Merit ...>>>>>.....40%**

- Applicant demonstrates competent mastery of artistic medium(s)
- Applicant shows potential for artistic growth

#### **Appropriateness .....30%**

- Project is consistent with applicant's long-term goals
- Project supports the overall development of the applicant

#### **Feasibility .....30%**

- Applicant has realistic plan for proposed project
- Applicant demonstrates ability to achieve long-term goals and objectives within the grant period
- Applicant budget reflects capability of using proposed funds to complete project

## ***Evaluation Criteria***

### **East of the River Arts Initiative**

#### **Managerial/Staffing Assistance Criteria**

**Artistic Merit.....30%**

- Applicant demonstrates a competent level of the artistic merit in the as evidenced by the artistic sample work
- Applicant demonstrates creativity and originality
- Applicant shows potential for artistic growth

**Proposal Feasibility.....25%**

- Applicant provides a clearly defined proposal that includes goals, timetables, and a statement of the long-term impact
- Applicant clearly outlines the goals of the project and their effects on the long-term development of the organization
- Applicant provides the resumé(s) of proposed candidate(s) for the position, and/or clearly defined position description

**Community Impact.....25%**

- Project provides shared learning opportunities east of the Anacostia River that facilitate a greater participation in the arts, relative to the artistic discipline
- Project demonstrates sensitivity to the participants cultural, ethnic, and economic backgrounds
- Project demonstrates effective community and audience outreach
- Project clearly defines organization's service to the community in the project description
- Project location(s) and program(s) are accessible to persons with disabilities

**Managerial Capability .....10%**

- Applicant demonstrates ability to implement the proposal
- Applicant demonstrates ability to achieve stated goals within the grant period

**Financial Capability.....10%**

- Applicant has realistic planning and timetable
- Applicant demonstrates ability to manage grant as evidenced by financial statement
- Applicant has realistic/accurate budget
- Applicant has clearly outlines expenses in budget narrative

## ***Evaluation Criteria***

### **East of the River Arts Initiatives**

#### **Arts Presentations and Activities Criteria**

##### **Artistic Merit .....30%**

- Applicant demonstrates a competent level of the artistic merit as evidenced by the artistic sample work
- Applicant demonstrates creativity and originality
- Applicant shows potential for artistic growth

##### **Community Impact.....30%**

- Project provides shared learning opportunities east of the Anacostia River that facilitate a greater participation in the arts, relative to the artistic discipline
- Project demonstrates sensitivity to the participants cultural, ethnic, and economic backgrounds
- Project demonstrates effective community and audience outreach
- Project clearly defines organization's service to the community in the project description
- Project location(s) and program(s) are accessible to persons with disabilities

##### **Project Feasibility.....20%**

- Applicant provides a clearly defined proposal that includes goals, timetables, and a statement of the long-term impact
- Applicant clearly outlines the goals of the project and their effects on the long-term development of the organization
- Applicant provides the resumé(s) of proposed candidate(s) for the position, and/or clearly defined position description

##### **Managerial Capability .....10%**

- Applicant demonstrates ability to implement the proposal
- Applicant demonstrates ability to achieve stated goals within the grant period

##### **Financial Capability.....10%**

- Applicant has realistic planning and timetable
- Applicant demonstrates ability to manage grant as evidenced by financial statement
- Applicant has realistic/accurate budget
- Applicant has clearly outlines expenses in budget narrative

### **Folk & Traditional Arts Mini-Grant Program**

Applications in the Folk & Traditional Arts Mini-Grant Program are reviewed on the basis of artistic merit, appropriateness, and feasibility of the request. Emphasis is also placed on community impact. Additional evaluation criteria can be found within the grant guidelines. Priority is given to applicants who have not received funds from the D.C. Commission on the Arts and Humanities within the past five years.



## *How to Reach the Arts Commission*

### **Staff**

Commission staff administers all programs as well as provides technical assistance to individuals and organizations in the District of Columbia.

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The Arts Commission offices are open Monday through Friday from 9:00 a.m. to 5:30 p.m.

*All grant applications may be downloaded from the Arts Commission's website.*